

Texas Job Order Print Document

Job Order: 14149332

Print Date: 8/20/2020 5:04:36 PM

Office: 249 WF Sol MRG Eagle Pass

LWDB: Middle Rio Grande WF Board

Employer Information:

Employer Name: MIDDLE RIO GRANDE DEVELOPMENT

How to Apply: Provide a WorkInTexas Resumé Online (recommended), Via Email

Company Website: NA

Application Comments: Apply with referral & Middle Rio Grande Development Council Application and return to Workforce Center.

Location:

Main Address:

MIDDLE RIO GRANDE DEVELOPMENT -
EAGLE PASS WORKFORCE CENTER
1200 FERRY ST

EAGLE PASS, TX 78852

Mailing Address:

1200 FERRY ST

EAGLE PASS, TX 78852-4485

Contact:

Contact: Jose Faz

Title: Secondary Contact

Phone: (830) 773-1191
x6101

Fax:

Email: jose.faz@mrgdc.org

Job Details:

Occupational Code: 43406100 Eligibility Interviewers, Government Programs

Job Title: Employment Specialist III

Industry Code: 925120 - Administration of Urban Planning and Communit

Number of Positions: 1

Referrals: 50

Earliest Date to Display: 7/30/2020

Last Date Job Order Will Display: 8/29/2020

Type of Job: Regular

Job Time Type: Full Time (30 Hours or More)

Duration: Over 150 Days

Special Job Category:

Job Duties and Skills:

Description:

Primarily responsible for providing clients that walk into the Workforce Center with the menu of services that are available to them. Performs customer intake, assessment, application, and eligibility determination duties for all Workforce Development Programs. Responsible for case management and serves as liaison to the community and agencies that serve as resources benefiting participants. Assist customers in the development of career paths and training recommendations leading to job placement in high skill, high wage jobs under close supervision of the Case Manager II-III/Center Manager.

Work includes the dissemination of basic information regarding Workforce Development programs; assisting in facilitating client access to all Workforce Development programs such as training and education services, employment services, and labor market information, as well as supportive services, including child care services, unemployment compensation, student loans, and other financial assistance programs. Works with employers to refer job seekers to available demand occupations and performs job development as needed.

Responsible for all primary and final documentation necessary to track program activities. The WCM/ES is responsible for the instruction of the job readiness class and preparation of job seekers. Performs assessment and prepares job seekers for job search before referral is made to an employer. This position ensures that all job seekers are assessed, counseled and/or coached as necessary to assure a successful job search and placement.

Counsels with job seekers about careers and approved training opportunities available within the workforce system. The WCM/ES reports directly to the Workforce Center Manager.

Conducts intake and eligibility of all customers requesting training services. Interviews client to assess and record information regarding training needs, education, experience, skills, interest, and other relevant factors to fully explore client's career development opportunities designed to gain self-sufficiency.

Assess customers' needs to find out career interests and educational levels in math and reading, or other approved assessments; conducts assessments using computerized and

manual tools; works closely with clients to interpret assessments results.

- Responsible for the development of a preliminary Customer Service Strategy (CSS) for each customer identifying training needs, education, experience, skills, interest, and other relevant data to determine eligibility and deliver service; aids client in establishing self-sufficiency goals and helps client remove barriers to attain those goals; assists each customer in the development of a Wagner/Peyser WIT application.

Disseminates information regarding Workforce Development programs, which may include special services such as CHOICES, Supplemental Nutrition Assistance Program (SNAP), Workforce Innovation Opportunity Act (WIOA), Child Care Provider Services (CCPS), Trade Adjustment Assistance (TAA), Rapid Response (RR) Dislocated, Youth and Adult Programs, Summer Earn and Learn (SEAL), Unemployment Insurance, and other supportive services.

- Refers all customers to the appropriate activities or other agencies when the center cannot serve customer.

- Tracks and documents all activities for each customer assigned to caseload at the Workforce Center; conducts follow-up on customers across various programs.

- Reports and accounts for all transactions of each customer; maintains case management record updated at all times within the TWIST, Work-in-Texas (WIT), case notes, or hard-copy documents in each case folder.

- Responsible for follow-up process and assuring that client remains in training, education, or job for the appropriate period. Verifies the satisfactory placement of customers with employers; monitors follow-up system time frame for each customer and intervenes to assist client when necessary to remove barriers to retention.

- Refers customer to other agencies or resources not available at career center and documents the same.

- Makes recommendations on sponsorship of activities, prepares and executes necessary documentation to enable the processing of services or benefits.

- Assures that all customer feedback mechanisms are in place to measure customer satisfaction with services received and monitors outcomes of each customer.

- Assures customer satisfaction with the timeliness and competency of the services accessed at the career center.

- Provides supportive services to customers as necessary to attain employment goals.

Compiles and submits all required documents to Case manager III/Center Manager for review.

- Works with clients from the job readiness classes or walk-in job seekers to determine if they are ready for training or Job referral; facilitates Job Club, as needed. Provides ES services to jobseekers such as completing WIT applications, updating WIT applications and provides job referrals, as needed.

- Ensures that job seekers who need job readiness preparation or job coaching are referred to Job Readiness classes for preparation before they are determined job ready and referred to a job opportunity.

- Ensures that job seekers receive the appropriate number of job readiness classes and job club activities at the center.

- Meets with individual job seekers to counsel and guide them on career and approved training available within the workforce system. Conducts Workforce Orientation for Applicants. (WOA) for TANF applicants

- Performs related duties as assigned.

Knowledge of interviewing and assessment techniques and procedures; skill in conducting interviews and in counseling others; ability to gather and assess information; must be proficient in the use of automated systems and able to use word processing, spreadsheet, and data base applications to report on customers case managed.

Accuracy and a detail orientation in a multi-tasked environment is required; must be able to maintain well organized manual or electronic files; must be able to interpret and follow complex rules, laws, and regulations related the case management procedures of each workforce program. Must be able to provide financial and life skills counseling to all customers; must be able to work cooperatively with all workforce center staff in a team effort designed to provide maximum access to all workforce customers. Must be able to meet program objectives and deadlines, work under pressure, and appropriately respond sensitively to all customers. Must maintain professional appearance and maintain confidentiality. Prefer ability to communicate effectively in English and Spanish; ability to follow verbal and written instructions, and be able to work with all customers of various education levels and age.

Special Software/Hardware Skills Needed: **No**

Special Skills:

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **High School Diploma or Equivalent**

Months of Experience: **12**

Requires a Drivers License: **Yes, Operator License**

Near Public Transportation: **No**

Drivers License Certification: **Class C - Any single vehicle, or combination of vehicles, that does not meet the definition of Class A or Class B, but is either designed to transport 16 or more passengers, including the driver, or is placarded for hazardous materials.**

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **29132.00 Year**

Maximum Salary: **29132.00 Year**

Pay Comments: **Not Applicable**

Supplemental Compensation: **No**

Hours per Week: **Hours Not Specified**

Actual Hours:

Shift: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vacation, Holidays, Sick Leave, Retirement/Pension**

Other Benefits: **No Benefits Listed**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- Contact Information
- Employment History Allow individuals that have never had a job to apply (eg. College graduates)
- Education History
- Certifications
- Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Open and available**

Employer Status: **Open and available**

Reason: **NA**

Future Release From Hold:

Job Order Followup: **8/14/2020**